



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Staff Analyst
Posting Number	PN# 103179
Department	Houston Airport System
Division	Technical Services
Section	Specification
Reporting Location	4500 Will Clayton Pkwy. *
Workdays & Hours	Varied, normally M-F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Oversees the development of technical specifications and formal bid documents, bid analysis, testing, and inspection activities. Ensures compliance with local, state and federal laws and regulations. Responsible for the timely and cost effective procurement of materials, equipment, systems and services. Determines the most efficient and economical means of acquiring goods and services. Processes High-Technology RFP's, develops professional service contracts, conducts various bid solicitations (in-house, high-tech, single-source, emergency, etc.) and facilitates meetings. Interfaces with other sections to ensure a coordinated and effective service initiative. Tracks performance, takes corrective action and resets goals of the section. Establishes and monitors goals of the section. Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve standing; walking and sitting for extended periods of time. Observing and differentiating colors and details; reasoning and analyzing abstract information; solving arithmetic and numerical problems; speaking and writing effectively; using computer and other office equipment; work is substantially complex and varied and requires the interpretation of detailed technical, financial and regulatory data. Analytic ability is needed to gather and interpret data where answers can be found only after careful analyses of specialized information; operate city vehicles and be able to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business Administration, Public Administration, or a field directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional administrative, financial or analytical experience related to the type of work being performed.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with experience in developing and producing technical specifications for capital equipment, high technology items, and/or maintenance service contracts. Computer skills using Microsoft Office. Ability to communicate effectively, both orally and in writing, and to maintain cooperative working relationships with management and outside vendors and agencies.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 28	
\$2,129.00 - \$2,481.00 Biweekly	\$55,354.00 - \$64,506.00 Annually

OPENING DATE

FEBRUARY 23, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer